



CITY OF NEWPORT  
169 SW Coast Highway  
Newport, Oregon 97365  
541-574-0603  
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## TOURISM MARKETING GRANT FUND APPLICATION

*Please read the rules instructions on page 4 prior to completion.*

### General Information:

Name of Applicant Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Principal Contact (If different from Applicant): \_\_\_\_\_

Mailing Address (If different from Applicant): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Description of Event or Activity\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Event or Activity:

Single Day Event \_\_\_\_\_

Multi-night local lodging event \_\_\_\_\_ days

Extended calendar event. \_\_\_\_\_ days

Amount of Funding Requested: \$ \_\_\_\_\_

Total Event/Activity Budget: \$ \_\_\_\_\_

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Has applicant received funding in prior years from the city for this event/activity?  
If yes, when:

[illegible]

**Financial Reporting Requirements:**

Please provide a proposed budget of revenues and expenditures in a form similar to the following:

**PROPOSED REVENUES**

Source #1	_____	Amount	\$_____
Source #2	_____	Amount	\$_____
Source #3	_____	Amount	\$_____
Source #4	_____	Amount	\$_____
Source #5	_____	Amount	\$_____
<b>TOTAL REVENUES</b>			<b>\$_____</b>

**PROPOSED EXPENDITURES**

Use #1	_____	Amount	\$_____
Use #2	_____	Amount	\$_____
Use #3	_____	Amount	\$_____
Use #4	_____	Amount	\$_____
Use #5	_____	Amount	\$_____
Use #6	_____	Amount	\$_____
Use #7	_____	Amount	\$_____
Use #8	_____	Amount	\$_____
Use #9	_____	Amount	\$_____
Use #10	_____	Amount	\$_____
<b>TOTAL EXPENDITURES</b>			<b>\$_____</b>

**REVENUES MINUS EXPENDITURES**                      **\$\_\_\_\_\_**

As a final condition to accepting granted funds, the applicant agrees to provide the City of Newport with a final report summarizing result of the event/activity (e.g., attendance, local and regional publicity, lodging occupancy, closing revenue and expenditure report, etc.), with a detailed and verified accounting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Printed Name

## INSTRUCTIONS AND PROCEDURES FOR EVENT/ACTIVITY GRANT APPLICATION

1. Complete the prepared application for event/activity grant funding. The forms can be obtained from the city manager's office at the Newport City Hall or on the city website at [www.NewportOregon.gov](http://www.NewportOregon.gov). Use only the city form when preparing an application.
2. Applications for grant funds will be accepted two times each year, and when possible should be submitted at least four months before the proposed event/activity. Late applications will not be accepted.

Due dates:

June 15 for consideration at the first Council meeting in July.

December 15 for consideration at the first Council meeting in January.

3. Applications for funding will be reviewed by staff prior to submittal to the City Council. The City Council will review applications and recommendations from the staff. Requests for funding less than \$1,000 may appear on the City Council's consent calendar. Incomplete applications will be returned to applicant for correction, and may not be considered if the delay creates a late application.
4. The applicant, or applicant's representative, may attend the City Council meeting at which Council will consider the staff recommendations. Applicant presentations to the City Council should be limited to five minutes. If audio/visual equipment is required, the applicant must contact the city recorder one week prior to the scheduled City Council meeting to arrange for appropriate audio/visual equipment.
5. Applications submitted after an event/activity occurs will be rejected.
6. Applicants are required to provide the city with a final report summarizing the results of the event/activity (e.g., attendance, local and regional publicity, lodging occupancy resulting from the event, closing revenue and expenditure report, etc.). The final report must include a detailed account of expenditures of the grant funds. This information must be submitted to the city manager's office no later than three months from the final day of the event/activity.
7. The purpose of the grant program is to promote tourism and increase stays in lodging establishments within the city limits of Newport. Funding for events/activities scheduled for the off and/or shoulder seasons, September 15 through June 15 will be given priority. Funding may be

provided for event/activities that occur during high season, June 15 and September 15, but limited to events/activities that occur Sunday through Thursday. Funding may not be provided for well established events/activities, although funding may be provided for expansion or changes of existing events if the city determines the changes will increase tourism.

8. Preference will be given to events/activities that have taken place for three years or less, or new components/improvements to existing events/activities.
9. Events/activities may not be considered for funding more than three times. Applicant should plan for other funding sources beyond the third request.
10. Funding is contingent upon available monies, and the process is competitive. There is no guarantee that funding, if granted, will be available for an event/activity in subsequent years.
11. Acknowledgement must be given to the City of Newport in all promotional materials, and programs associated with the event/activity.